



Policy: 1301
Procedure: 1301.05
Chapter: Communication
Rule: Public Access to Secure Care
Facilities/Facility Tours

Effective: 11/30/05
Replaces: 1310
Dated: 06/09/99

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) supports limited access to our secure care facilities when requested by a public entity. Facility tours should be done for the purposes of educating the public, including the media, on the operation of a State juvenile correctional facility and its treatment of juveniles under the Department's care.

Rules:

1. The following are Public Entities who may arrange to take facility tours:
 - a. Other state agency representatives;
 - b. Members of a County Attorney's Office;
 - c. Members of a Public Defenders' Office;
 - d. Juvenile Court personnel;
 - e. Legislative staff;
 - f. Governor's Office staff;
 - g. College students studying criminal justice, social work, or other human service disciplines;
 - h. Business community representatives;
 - i. Media representatives.
2. A **PUBLIC ENTITY** shall arrange facility tours with the Community Affairs Liaison.
3. **ADJC EMPLOYEES** shall refer all requests for facility tours to the Community Affairs Liaison.
4. The **COMMUNITY AFFAIRS LIAISON** shall:
 - a. Schedule the facility tour on the Facility Tour Master Calendar;
 - b. Make arrangements with the appropriate Superintendent/Assistant Superintendent to have tour guides selected;
 - c. Confirm the tour with the requestor five days in advance;
 - d. Address all security issues with the entity who will be touring at that time;
 - e. Work with the Public Information Officer to make informational packets;
 - f. Inform facility Security and Dispatch of the public entity that will be touring the facility at least 24 hours prior to the start of the tour;
 - g. Distribute the informational packets at the end of each tour.
5. **TOUR GROUP MEMBERS** shall:
 - a. Bring picture ID or they will not be allowed to enter the facility;
 - b. Dress appropriately or they will not be allowed to enter the facility;
 - c. Behave in an appropriate manner while on the tour or they shall:
 - i. Be escorted out of the facility by security; and
 - ii. Not be allowed to tour an ADJC facility for one year.
 - d. Not, while on a facility tour, unless for media purposes and appropriate arrangements have been made with the Public Information Officer and/or Community Affairs Liaison:
 - i. Audio tape juveniles;
 - ii. Video tape juveniles;
 - iii. Take photographs of juveniles;
 - iv. Speak to juveniles.
 - e. Be 18 years of age or over;

6. **ADJC** shall not provide "Scared Straight" tours for families and juveniles.
7. The **SUPERINTENDENT OR DESIGNEE** shall select a tour guide who:
 - a. Has sufficient knowledge about:
 - i. The facility;
 - ii. Operations;
 - iii. Types of programming;
 - iv. Security issues;
 - b. Has good communication and presentation skills.
8. The **SELECTED FACILITY TOUR GUIDE** shall:
 - a. Orient the tour group to the facility and to general operations;
 - b. Not ask a juvenile to participate in guiding the tour;
 - c. Not ask a juvenile to speak to the facility tour group about their experience at ADJC;
 - d. Not identify a juvenile by other than first name;
 - e. Take the facility tour group to a housing unit that is empty for viewing;
 - f. Make their best effort in limiting the number of casual interactions with juveniles while at the facility (i.e., walking from education to recreation);
 - g. Not disclose juvenile files or information pertaining to a juvenile's treatment.

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